

Job Offer: 'Office Assistant' part-time (10 – 20 h)

About the company

We are [Senseforce.io](https://senseforce.io), and we developed the Machine Data Management Solution for the Industry 4.0. Our advanced edge and cloud computing industrial IoT platform turns data into information, and makes obtaining, managing, exploring, visualising and sharing big data simple and straightforward. We are on a mission to revolutionize the industrial SME landscape.

We are looking for a new team member:

Office operations need to run smoothly in the background while development, sales and marketing are rocking the show. We are looking for someone who can help us to keep the show on the road.

With a welcoming team and lots of support you will

- Make sure that the preparations for the bookkeeping are done on time
- Help with HR administration
- Make travel arrangements and calendar coordination
- Assist in general office management
- Assist marketing or sales with some research or preparational work

You will get the opportunity to check out all areas of office management and have the possibility to develop yourself with training in any area that you feel drawn to. We welcome self-initiative and a hunger for learning and improvement.

We are looking for someone who is

- Structured and organised
- resilient
- loves to bring order to chaos
- responsible and reliable
- ready to tackle challenges and get things done

The hard skills we are looking for

- Basic understanding of bookkeeping
- Good English skills written and oral
- Excellent German skills written and oral
- Excellent skills with Microsoft office package
- Basic online marketing, social media affinity

Remuneration will be based on the collective contract of IT services.

Our perks

- **Choose your own device:** you are free to choose a device of your own choice (e.g. laptop)
- **Get2Gether:** transcending our day-to-day operations, we want to spend quality time together and get to know each other with our weekly "All-Hands Breakfast" and "Cheers Friday", our monthly Pizza Day, and random "Get Together" events to celebrate our team successes.
- **Time4U:** we know how important is to find work-life balance and spend time doing what is important for you with the people you love. At Senseforce, next to the 25 days of paid leave, you can take additional days to spend with your loved ones (ensuring operations are running smoothly and we are not penalising anyone in the team).

Please send your CV and application to: Tatjana Hayward 0650 38 144 34 / tatjana.hayward@senseforce.io **We are looking forward to getting in touch with you!**